Weekly - Petty cash /expense card statement.

Name	Ch Ramesh	Statement date	Card No:4629 5254 2716 5716
Prepared by	Ch Ramesh	Sign	
From period		To period	

Sl No	Debit to company	Debit to project	Description of expense	Amount	Bill enclosed	GST bill
1.	MARHLLP	NE	courier charges to chennai NE 130	550	☐Y ☐N	☐Y ☐N
2.	MARHLLP	NE	Purchase of Stamp papers	2100	☐Y ☐N	☐Y ☐N
3.					☐Y ☐N	☐Y ☐N
4.					☐Y ☐N	☐Y ☐N
5.					☐Y ☐N	☐Y ☐N
6.					☐Y ☐N	☐Y ☐N
7.					☐Y ☐N	☐Y ☐N
8.					☐Y ☐N	☐Y ☐N
9.					☐Y ☐N	☐Y ☐N
10.					☐Y ☐N	☐Y ☐N
11.	Total			2650		

Amount to be credited by	☐ Transfer to expense card, ☐ Cash reimbursement, ☐ Transfer to personal a/c. ☐ Other:			
Approved by:	Div. Manager	Accountant	Accounts Manager	MD
Sign:				
Date:	27/11/25			

Notes: 1. Scanned copy of this statement to be submitted before every Friday 2pm. 2. Original vouchers to be attached to this statement and send to respective accountant by Monday. 3. Accountants to make payment on receipted of scanned statement on Saturday. 4. If original statement with vouchers of last week is not received withhold further payment and salary. 5. Employee must maintain photocopy of all bills/vouchers for 3 months. 6. Division manager and accounts manager approval required for expenses of over 2,000/- per week. MDs approval is required for expenses of over 10,000/- per week

DEBIT VOUCHER

Modi & Modi Realty Hyderabad LLP

Voucher No. ______________

A/c. ______________ Date : 7/4/25

Paid to Sec'bad Court	Rs.	Ps.
towards Purchase of stamp Paper	2100	—
Rupees Two Thousand one Hundred only		
Paid by Cheque / Cash · Cheque No. · Dated · Drawn on Bank	2100	—

Prepared by

Approved by

Receiver's Signature

DEBIT VOUCHER

Modi & Modi Realty Hyderabad LLP

Voucher No. ____________

A/c. ____________ Date : 5/4/25

Paid to Blue dart	Rs.	Ps.
towards courier to chennai villa No 130 AOS	550	
Rupees Five Hundred Fifty only		
Paid by Cheque / Cash — Cheque No. [ ] Dated [ ] Drawn on Bank [ ]	550	

Prepared by Approved by Receiver's Signature

NE - 130

BLUE DART

Origin: HYD / SEC	**DOMESTIC**
Destinatio MAA / MGM	NON NEGOTIABLE - AT OWNER'S RISK

TDD
N-Domestic TDD 1200

SHIPPER
Customer Code: 000000
Company: MODI PROPERTIES PVT LTD
Sender: MODI PROPERTIES PVT LTD
Address: 5-4-187/3&4, 2ND FLOOR
SOHANA MANSIION, M G ROAD
RANIGUNJ SECUNDERABAD
Pincode: 500003 GST No.:
Tel No.: Mob No.: ******1666
Email ID:

CONSIGNEE
Consignee Code:
Company: MRS K UMA /W/O K PRASANNA
Attn: MRS K UMA /W/O K PRASANNA
Address: PNO 435 D NO F 3 1 ST FLOOR
SPRING FIELD APTS 23 RD STREET
ASHTALAKSHMI NGR PORUR CHENNAI
Pincode: 600116 GST No.:
Tel. No.: Mob No.: ******3989
Email ID:

Pickup Date: 07/04/2025
Time: 1129
Ship Date: 07/04/2025 11:29
PU Emp.: 154667
PUR No.:
Signature:
Name: KAJAL UPADHYAY

20802155522
PLEASE QUOTE THE ABOVE NUMBER IN FUTURE CORRESPONDENCE

Description (said to contain)	Shipper Ref. No.	Code
DOCUMENTS		

PU/WI: W
Dox/Non Dox: 1
No. of Pkgs: 1
Dim. Cm __x__x__
Dim Wt(in Kg): 0.00
Act Wt(in Kg): 0.50
Chg Wt(in Kg): 0.50

Declared Value: 0.00
Transaction: 1
Del. Date: Time
Del Emp.:
Sign:
ESA Code: EDL
No. of Delivery challans 0

Special Instructions:

EBN:

Received shipment in good condition. I/We agree to pay all charges including customs, duties, taxes and GST as applicable.
Consignee Sign Name

I/We hereby agree to the terms and conditions set forth on the reverse of **Shipper's** copy of this non-negotiable waybill (also available on www.bluedart.com) and warrant that information contained on this waybill is true and correct. **This shipment does not contain any cash or equivalent.** In case this consignment contains anything of value, the company recommends insurance of the same. The company's liability on this shipment is limited to Rs. 5000/- or cost of reconstruction whichever is lower. **Track this airwaybill @ www.bluedart.com OR Call us @ 1860-233-1234.**

Shipper's Sign

SHIPPER COPY

Proforma Invoice

AWB No. 20802155522
*ORIGINAL FOR RECIPIENT / DUPLICATE

Billing Address	Blue Dart Express Ltd. PLOT # 71, SARADA CHAMBERS 8-2-248/1/7/71 & 71A NAGARJUNA HILLS, HYDERABAD Pin:500082
GST No :	36AAACB0446L1ZT
Customer Address:	MODI PROPERTIES PVT LTD MODI PROPERTIES PVT LTD 5-4-187/3&4, 2ND FLOOR SOHANA MANSIION, M G ROAD RANIGUNJ
GST No :	
Email ID :	
IRN No:	
Stamp & Sign :	

*Strike whichever is not applicable.

Invoice No.	: 250436RT02499
Invoice Date	: 07/04/2025
Description of Service	: Courier Service
SAC	: 996812
Place of Supply	: 36-TELANGANA
Taxable Amount	: 466.10
CGST @ 9%	: 41.95
SGST/UGST @ 9%	: 41.95
IGST @ 18%	: 0.00
K F Cess @ 1%	: 0.00
Grand Total	: 550.00
Rounded off to Rupees	: Five Hundred Fifty Only